

National Fire Academy Criteria for Contract Instructor Selection

Course: EMERGENCY MEDICAL SERVICES INCIDENT OPERATIONS (EMSIO)

Curriculum: EMERGENCY MEDICAL SERVICES

This course is designed to provide students with the skills and knowledge to structure emergency medical services (EMS) resources within the guidance of the National Incident Management System (NIMS) Incident Command System (ICS), as appropriate to the needs of the different incident types.

The course is appropriate for emergency response personnel with responsibilities to implement the initial EMS functions of an ICS at medium- or large-sized incidents.

Areas of study include ICS organization, terminology, resource management, and application of ICS for incident and event EMS management.

Applicants not meeting the basic National Fire Academy (NFA) criteria outlined in the General Qualification Criteria established by the NFA will not receive further consideration.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the NFA Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

Academic Requirements

1. A minimum of an associate's degree from a regionally-accredited institution of higher education. The degree should be in a discipline closely related to the subjects covered in this course, i.e., EMS management, fire services management, public administration, emergency management, etc.
2. A bachelor's degree from a regionally-accredited institution of higher education in a discipline closely related to the subjects covered in this course is preferred.
3. An equivalent combination of college-level coursework and experience may be considered for meeting this requirement.

4. Documentation of successful completion of ICS-100, *Introduction to ICS for Operational First Responders*, ICS-200, *Basic NIMS ICS for Operational First Responders*, *NIMS Orientation* (IS700), ICS-300, *Intermediate ICS for Expanding Incidents for Operational First Responders*, ICS-400, *Advanced ICS for Command and General Staff, Complex Incidents, and MACS*, and *National Response Framework Orientation* (IS800).

ICS Curricula Train-the-Trainer (E/L449) completion is preferred.

5. *EMS Functions in ICS* (F/W166) course attendance, participation, and completion within the last 3 years.

Instructional Experience

1. Documented ability to explain current and emerging standards and practices for EMS, specifically those related to major operations, incident and event management, resource management, scheduled events and crisis incidents with identification of potential hazards, determining potential resource needs, determining how those resources may be acquired, and developing a plan using NIMS and ICS to a diverse student population with a broad range of training and experience.
2. Documented successful completion of a recognized adult educational methodology course at the college/university, State, International Fire Service Accreditation Congress, or Professional Qualifications Board level.
3. Ability to instruct courses or materials similar to the course content, at the community college, State, or regional level, demonstrated by at least 3 years of experience and a copy of at least three student or supervisor evaluations of instructional ability from courses taught with similar content within the last 5 years.

Experience should include presentation of prepared material, facilitation of group discussion on specified topics, facilitation of group activity work, and facilitation of scenario-driven class activities.

Documented Knowledge and Experience in the Subject Area

1. Knowledge of the current and emerging standards and practices related to the EMS system, specifically the EMS functions in ICS, incident and event management specific to EMS functions, EMS specific resource management as demonstrated by at least 5 years of experience within the last 10 years, to include at least 2 years of prehospital (field) provider experience with initial ICS responsibility and at least 2 years of operational experience in an EMS management position, such as field supervisor, district/division/battalion chief (EMS).

2. Knowledge of current and emerging standards and practices related to NIMS ICS and multicasualty incident operations as demonstrated by a one- to two-page written description of five mass casualty incidents and events the candidate was involved in, as ICS Command or General Staff (Branch Director or Unit Leader will be considered), using NIMS ICS. Descriptions should explain the justification for the organization chart as set up for EMS responsibilities and the relationship that ICS had on the outcome of the incident or event.

Submission of copies of Incident Action Plan (IAP), ICS Form 201, *Incident Briefing*, and/or ICS Form 207, *Incident Organization Chart*, documenting position experience for these incidents/events is encouraged.

3. Current knowledge in the use of computers and related software for documentation, projects, and presentations as demonstrated by at least 5 years of experience or equivalent training within the last 10 years, or a combination of both experience and training.

Additional Submittals

For one subject or course related to the EMS functions in ICS curriculum, provide a 12- to 18-minute video or digital video disk demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment.

Continuing Practice or Education

1. The ability to maintain currency in the field and the specific course by one of the following:
 - a. Teaching a similar course at the college or university level.
 - b. Taking a similar course within last 5 years.
 - c. Teaching this course at the NFA or in the field within the last 2 years.
 - d. Writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines's trade journals within the last 2 years.
 - e. Participation as Command or General Staff (Branch Director or Unit Leader will be considered), using NIMS ICS, during mass casualty incidents during the last 5 years.
2. Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

Submit cover letter and documentation to:

Lisa Makar, Secretary
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U.S. Fire Administration
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